



### **FRAUD INVESTIGATOR (PART-TIME)**

The U.S. Consulate General in Sydney is seeking an individual for the position of Fraud Investigator.

Requirements: [Refer to Duties and Responsibilities Statement.](#)

Forward letter, resume and response to the selection criteria to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19-29 Martin Place, Sydney NSW 2000 by **July 13, 2010.**

Hand-delivered applications cannot be accepted.  
Offers of employment are subject to medical and security clearances.

Applicants who are not Australian citizens must have a visa status which authorizes employment in Australia.

***Note:*** *Only short-listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short-listed, we extend our appreciation for considering the U.S. Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug-free work environment.

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**POSITION TITLE:**  
**FRAUD INVESTIGATOR**

**POSITION GRADE LE-7/FP-07\***  
**(STARTING SALARY**  
**A\$60,779/U.S.\$34,324) PRO RATA**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

The Fraud Investigator is responsible for investigating both Immigrant Visa and Non Immigrant Visa petitions and other consular cases, including American Citizen Services, for potential fraud. This position in particular focuses on petition cases for work visas.

**Major Duties and Responsibilities**

Conduct a full range of investigations into consular cases, with special emphasis on H and L petitions, to verify bona fides of companies, application, and other aspects relevant to consular adjudication. Prepare timely, succinct reports for the interviewing consular officers. Coordinate with Australian, U.S., and other relevant authorities, contacts, and other sources to receive, evaluate, and summarize for consular officer review the data on persons seeking consular services, in particular H and L visa applicants.

Assist with full range of consular duties, including visa intake, biometric enrollment, and data entry.

**Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Applications that do not address the selection criteria cannot be considered.

1. Completion of secondary school (Year 12) is required.
2. Six months professional experience in investigative work, such as criminal, claims, or private investigations, or in police or military organizations is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Sound knowledge of Microsoft Office applications and an ability to type 25 wpm is required. This will be tested.
5. Specialist knowledge of criminal investigation principles, methodologies and techniques is required, including familiarity of legal documentation for the purpose of fraud detection.
6. A current driver's license that enables the individual to legally drive in Australia is required.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;  
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
59<sup>th</sup> Floor, 19-29 Martin Place  
Sydney NSW 2000

## **THE DEADLINE FOR APPLICATIONS IS JULY 13, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.